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TO:

[REDACTED]
Special Assistant to the Director of Personnel

SUBJECT: Evaluation of Summer Intern Program

Working as a summer intern for the past few months has been a valuable and illuminating experience. I have found the program to be instructive in new materials and methods as well as providing me with the opportunity to apply what I have learned in my studies at college to current projects. For a recent college graduate such as myself, this practical application has been of great value in determining how well I have been trained for a career in this field, how suited I am for the work, and what further education is necessary. It has been a great asset in helping to choose a course for the next few years.

I have become very interested in the work of the CCGI, and it has been very rewarding to feel that I have contributed something to its studies. It has been gratifying to find that my interests developed in college have been challenged and broadened by the CCGI's area of concentration. The wealth of new information made available to me through the program has brought me new insights and new possibilities for study.

The program itself seems very well planned. The inclusion of briefings with other offices of the Agency has been extremely worthwhile, as it has provided a broad view of the Agency's activities and placed the CCGI in a proper perspective. However,

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there are a few minor improvements I think could be made which would be beneficial to the program. One of the main problems I faced this summer, especially during my first month of employment, was trying to keep track of all of the abbreviations, reference materials, and methods which were explained in the first few days. If I vaguely remembered a source I should be using, I could always ask a question, but several times I didn't realize I was working short-handed for weeks. Also, the larger aims of individual projects would sometimes overlap, and, having been briefed by several different people, it was occasionally difficult to know which method was to be used with a particular project. I think this confusion could easily be cleared up by providing the intern with a few mimeographed pages of commonly-used abbreviations and their full titles, a list of reference materials and their uses, and, in the case of particular projects, a list of the methods and sources which apply. The only other problem I encountered with the program this summer was that of pay periods. I arrived in the area on June 28, started work on July 1, but wasn't paid until July 25. I now understand that for new employees pay is not received after the first pay period. I think that summer employees should be warned of this well in advance so that they don't run out of food money before their first check as I did!

My experiences with the housing problem will not be of much help to future interns since I had to find an apartment for myself and my wife, but perhaps I should mention them. We wrote to twelve

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of the apartments listed in the Apartment Shoppers' Guide, and most wrote back that they had no short term leases, although such leases were advertised. Belle View Apartments (Alex.) responded with an application and price list, which we took to be an indication of availability. We mailed the forms with our deposit, only to have it returned a few days before our intended arrival, informing us that they had no short term leases available. After arriving in the area we were lucky to be able to find a furnished apartment (Aurora Hills), just across from National Airport and quite accessible to Rosslyn, but we had to sign a one-year lease (\$120/month) with a \$100 deposit refundable unless the lease is broken.

Aside from these few difficulties, I found working with the Agency enjoyable and highly rewarding. I hope that the Agency benefited as much by my employment as I did. Working with such highly knowledgeable and friendly people has given me an educational and practical experience which has surpassed my expectations.

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